DD/S 69-4952

3 1 OCT 1969

MEMORANDUM FOR: Director of Training

SUBIECT

: Midcareer Executive Development Course Correspondence

1. While our question was limited to the level of signature, the subject was happily considered more broadly by Colonel White. He feels, as you see, that no letters are necessary but is prepared to help should you or we feel individual cases warrant such correspondence.

- 2. We consider this to be a blow for freedom in the paper "war" and hope that you will agree with the elimination of this correspondence requirement. You may wish to consider, where the occasion warrants, setting up a thank you note with signature at whatever level is appropriate. Also, in those instances when a letter before the fact is considered necessary, you might wish to have it constitute the invitation rather than a confirmation of something already laid on by staff representatives.
- 3. We suggest that in the future you send a schedule or list of non-Agency speakers as you did in advance of the recent Advanced Intelligence Seminar.

(signed) John W. Coffey

R. L. Bannerman
Deputy Director
for Support

#### 4 Atts

Proposed Letters

ADD/S:JWC/ms (31 Oct 69) Distribution:

Orig & 1 - Adse, w/O&5 of ea Att (DD/S 69-4843, 4844, 4845, 4846)

1 - DD/S Chrono, w/o Atts

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Atts were proposed ltrs for Hon. Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and Hon. Marshall Green fr the Director re MARRIVE CHEES Sever Spment: Course

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NOTE:

It would appear we should have background on this, but Dottie doesn't find anything in the files.

Attached is a memo which was in the files. It is a similar confirmation to a speaker for the MEDC and indicates that preliminary arrangements were made by phone.

Ellen 28 Oct 69

EXECUTIVE DIRECTOR—Comptroller Rm 7D59, Hqs  ACTION  ACTION  APPROVAL  COMMENT  CONCURRENCE  INFORMATION  We haven't done anything with the attached at wonder if we couldn't prepare future letters for our signature or that of DD/S in the absence of resonal DCI involvement.  FOLD HERE TO RETURN TO SENDER  FOLD HERE TO RETURN TO SENDER  FROM: NAME, ADDRESS AND PHONE NO.  DATE  INITIAL  INI	OF.	PICTAL DOT		SECRE
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Mr. Helms via General Cushman

Attached are letters to four senior speakers scheduled for the November Midcareer Executive Development Course.

Request four signatures.

R. L. Bannerman

SOS-DD/S:JRP:dlk (27 Oct 69)

Rewritten: ADD/S:JWC:maq (29 Oct 69)

Distribution:

Orig - Adse w/O & 5 DD/S 69-4843, 4844, 4845, 4846

1 - DD/S Subject w/ccy DD/S 69-4843, 4844, 4845, 4846

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DD/S 69-4843, 4844, 4845, 4846: Proposed ltrs dtd for Hon. Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and Hon. Marshall Green fr Richard Helms re MEDC

# Approved For Release 2003/04/29: CIA-RDP84-00780R003200020006-1 General Cushman

Attached are letters to four VIP speakers scheduled for the November Midcareer Executive Development Course.

Request your signature.

R. L. Bannerman

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(DATE)

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Honorable Charles A. Mayer Assistant Secretary for Inter-American Affairs Department of State Washington, D. C. 20520

Dear Charles:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 14 November 1969. You are scheduled to speak to the group from 1:30 p.m. to 2:45 p.m. at our Headquarters building.

Your talk will take place during the final phase of the six-week Course when the students consider problems of the United States in world affairs. A discussion of current developments in Latin America would be timely, but any other subject you may choose would be equally acceptable. I suggest that you reserve a portion of your time for questions.

	. Chief of the MEDC, will make all
arrangements with your office for y	our visit. In the meantime, if you
have questions or wish assistance,	may be reached by tele-
phone on Code 143, extension	
I am enclosing a brief descr	iption of the Course and the class
membership.	

Sincerely,

Richard Helms
Director

Enclosure

# The Midcareer Executive Development Course

The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices, the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Mideareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Mideareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the G5-13 grade level, almost one-third in the GS-14 level, and two are GS-15s. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.

ORIGINATOR: /s/ on original "Hugh T. Cunningham"	23 Oct 1969
Hugh T. Cunningham	Date
Director of Training	
CONCUR:	
R. L. Bennerman	Date
Deputy Director	
for Support	
Prepared by OTR:23 Oct 69	
Rewritten: BO-DD/S:RHW:es (28 Oct 69)	
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# CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

## OFFICE OF THE DIRECTOR

Honorable Charles A. Meyer
Assistant Secretary for Assistant Secretary for Inter-American Affairs
Department of State
Washington, D. C. 20520

Dear Charles:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 14 November 1969. You are scheduled to speak to the group from 1:30 p.m. to 2:45 p.m. at our Headquarters building.

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I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms Director

Enclosure

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	R.L. Bannerman Deputy Director for Support	Date
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Honorable C. Tyler Wood

Special Assistant to the Administrator
Agency for International Development
Department of State
Washington, D. C. 20520

Dear Tyler:

I am pleased that you will give the closing address to the members of CIA's 22nd Midcareer Executive Development Course on Friday, 21 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room in our Headquarters building.

A discussion of current problems facing the United States in providing economic and technical assistance to countries throughout the world would be timely, but any other subject you may wish to discuss would be equally acceptable. I suggest that you reserve a portion of your time for questions.

	Chief of the MEDC, will make all	STAT
arrangements with your office for you have questions or wish assistance, phone on Code 143, extension	our visit. In the meantime if you	STAT STAT

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Sincerely.

Richard Helms
Director

Enclosure

Approved For Release 2003/04/29: CIA-RDP84-00780R003200020006-1

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The Midcareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Midcareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the GS-13 grade level, almost one-third in the GS-14 level, and two are GS-15s. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.

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ORIGINATOR: /s/ on original "Hugh T. Cunningfam"	23 Oct 1969
Hugh T. Cunningham	Date
Director of Training	
CONCUR:	
R. L. Bannerman	Date
Deputy Director	
for Support	
Prepared by OTR:23 Oct 69	
Rewritten: EO-DD/S:RHW:es (28 Oct 69)	
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## CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

## OFFICE OF THE DIRECTOR

Honorable Ambassador C. Tyler Wood Special Assistant to the Administrator Agency for International Development Department of State Washington, D.C. 20520

Dear Tyler:

I am pleased that you will give the closing address to the members of CIA's 22nd Midcareer Executive Development Course on Friday, 21 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room in our Headquarters building.

A discussion of current problems facing the United States in providing economic and technical assistance to countries throughout the world would be timely, but any other subject you may wish to discuss would be equally acceptable. I suggest that you reserve a portion of your time for questions.

, Chief of the MEDC, will
make all arrangements with your office for your visit. In the
meantime, if you have questions or wish assistance,
may be reached by telephone on Code 143, extension

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms Director

Enclosure

Approved For Release 2003/04/29: CIA-RDP84-00780R003200020006-1

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Monorable Mobert C. Eckhardt United States Representative from (8th District) Texas Congress of the United States Washington, D. C. 20515

Dear Bob:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Thursday, 13 November 1969. You are scheduled to speak to the group from 10:30 a.m. to 12:00 noon at our Meadquarters building.

Your talk takes place in the final phase of the six-week Course. During this phase, the Midcareerists are concerned with United States involvement in world affairs. A discussion of problems facing the Congress and how the Legislative Branch relates to the Executive Branch in meeting current issues would be of definite interest. Any other subject you may choose, however, would be equally acceptable. I suggest that you reserve a portion of your time for questions.

, Chief of the MEDC, will	S
nake all arrangements with your office for your visit. In the neantime, if you have questions or wish assistance, hay be reached by telephone on Code 143, extension	S <sup>-</sup>

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Sincerely,

Richard Helms
Director

Enclosure

Approved For Release 2003/04/29: CIA-RDP84-00780R003200020006-1

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	Hugh T. Cunningham Director of Training	Date
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<u>†</u>	R. L. Bannerman Deputy Director for Support	Date
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DIR-4038 -- 69-4844

Honorable Marshall Green
Assistant Secretary for East Asian
and Pacific Affairs
Department of State
Washington, D.C. 20520

Dear Marshall:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 7 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference floom, where you spoke to the last group of Midcareerists. Your talk to the last class, in which you discussed the problems of the United States in East Asia, was well received. A similar discussion would again be very appropriate.

	Chief of the MEDC, will	STAT
make all arrangements with your off meantime, if you have questions or t may be reached by telephone on Code	wish assistance,	STAT

Sincerely,

Richard Helms Director

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Director of Training	Date
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Deputy Director for Support	Date
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